

The mission of the Leibniz Centre for Agricultural Landscape Research (ZALF) as a nationally and internationally active research institute is to scientifically explain causal relationships in agricultural landscapes and to provide society with a knowledge base for the sustainable use of agricultural landscapes through excellent research. ZALF is a member of the Leibniz Association and is located in Müncheberg (approx. 35 minutes by regional train from Berlin). It also maintains a research station with further locations in Dedelow and Paulinenaue.

The project Contracts2.0 will develop novel contract-based approaches to incentivize farmers for the increased provision of environmental public goods along with private agricultural goods using innovative result-based, collective, land tenure and value chain approaches. The project will run over a period of 4 years, most probably starting in May 2019. The project has 26 partners from 12 countries all across Europe and is funded by the European Union as a research and innovation action through Horizon 2020.

In the context of the Contracts2.0 project, we are offering a 50% part-time position (20 weekly working hours), temporarily limited to 4 years (48 months) at our location in Müncheberg as an administrative and financial

## Project manager (f/m/d)

If there is interest, the position can be combined with content-related scientific project work. In this case the part-time position can be increased up to 75% (equating 30 working hours per week).

### Your tasks:

Your tasks will be to support the project coordinators at ZALF in the overall administrative and financial management of the Contracts2.0 project, in particular:

- Assist in the regular reporting requirements towards the European Commission via the 'Single Electronic Data Interchange Area' (SEDIA) and help with the quality control and assurance of all project deliverables and milestones.
- Function as the liaison between ZALF as the project coordinator and the other project partners, e.g. by organizing regular project meetings and other project events (in person or via Skype or similar) and prepare corresponding presentations and other necessary documents.
- Oversee the overall project work plan and support in the process of its timely implementation, e.g. by use of a suitable project management software (e.g. Collabtive).
- Maintain and handle internal data management, exchange and storage (e.g. through ownCloud or another suitable cloud/intranet solution) and provide access rights to all project partners and stakeholders.
- Manage administrative office duties, e.g. obtaining cost proposals, book business trips, handle invoicing and contracting, help in managing time sheets to record working hours of employees for the EC, etc.
- Prepare information for the regular update of the project website, assist in the social media appearance of the project, help in the elaboration of communication and dissemination formats for different user groups, and handle requests from interested external parties.

Besides the above listed tasks, involvement in scientific project work based on individual preferences is possible. Please indicate such an interest in your motivation letter and further details can be discussed and specified during the application procedure.

#### Your qualifications:

- Completed diploma/master in Agricultural or Environmental Sciences or related disciplines.
- Practical work experience as a project manager with very good knowledge of administrative and financial procedures, preferably in the context of projects funded through the European Union.
- Excellent written and oral communication skills in English, additional languages are a benefit.
- Experienced in the use of MS Office (Word, Excel, Power Point).
- Willingness to travel across Europe for meetings and other project events.
- Soft skills required for team work with interpersonal and intercultural competences, abilities in conflict and problem solving, able to work independent and without close supervision and ability to prioritize several tasks and duties.

#### We offer:

- A collegial and open-minded working atmosphere within a team of highly motivated researchers from different scientific backgrounds covering all career stages.
- Payment according to the collective agreement of the German federal states based on TV-L 13, including a special annual payment.
- The ZALF headquarter is based in Müncheberg where daily commuting from Berlin is easily possible by train.

Women are particularly encouraged to apply. Applications from severely disabled persons with equal qualifications are favored. Please send your application preferably by e-mail (one PDF file, max. 5 MB) with the usual documents, in particular CV, proof of qualification and certificates, stating the reference number **30-2019** until **March 17, 2019** to: [Bewerbungen@zalf.de](mailto:Bewerbungen@zalf.de).

**If you have any questions, please do not hesitate to contact us: Prof. Dr. Bettina Matzdorf ([matzdorf@zalf.de](mailto:matzdorf@zalf.de), +49 (0) 33432/82-150) or Dr. Claudia Sattler ([csattler@zalf.de](mailto:csattler@zalf.de), +49 (0) 33432/82-439).**